

# **Attachment**

## **Contractor Reporting of Purchases of Designated Biobased Products**

Pursuant to a legislative mandate in the 2008 Farm Bill, prime contractors are required to report the category of product, type of product, and dollar value of all USDA designated biobased products that were purchased in the performance of Federal contracts. Federal contractors are required to report annual biobased product purchases made under their service and construction contracts. Based on the Federal Acquisition Clause 52.223-2, Affirmative Procurement of Biobased Products under Service and Construction Contracts, reporting of biobased product purchases is completed through a portal in the System for Award Management (SAM) <http://www.sam.gov>.

If a contract contains FAR Clause 52.223-2, the contractor must report all biobased purchases through SAM.

### **The Reporting Requirement(s):**

- The reporting requirement became effective September 3, 2013;
- It applies to services and construction contractors where contracts have a FAR Clause 52.223-2 Affirmative Procurement of Biobased Products under Service and Construction Contracts, requiring the reporting of biobased product purchases;
- Contractors will report their purchases of biobased products to a reporting portal within the System for Award Management (SAM);
- Contractors will report the category, product type and dollar value of any USDA designated biobased products purchased by the Contractor; and
- Reporting must be completed by the end of October for the previous entire fiscal year (October 1 - September 30).

### **To Meet the Requirement(s) Contractors must:**

- Access <http://www.sam.gov>
- Complete the required information within the portal and copy your Contracting Officer
- If the applicable contract is not accessible in SAM, the contractor should contact their Contracting Officer.

### **Actions to Take to Meet Reporting Requirement(s) by Contracting Officers:**

- Require a copy of the reporting data from the Contractor as required in FAR Clause 52.223-2;
- Remind the contractor, as necessary, of the requirement to report BioPreferred product types and dollar value, if any, into SAM at <http://www.sam.gov>. This includes any BioPreferred products used in performing contract-related services or in delivering contract-related products;
- Complete the Federal Procurement Data System (FPDS) data element 8L - Use of Recovered Materials. This field must be completed when the Contracting Officer include the clause in the contract for biobased products. Please select the appropriate value from the drop down menu;

- The FPDS data element 8L prompts the requirement in SAM for the Contractor to report the biobased product purchases, as a result, it is imperative that the appropriate value in 8L drop down menu must be filled out correctly.

**The new SAM portal includes:**

- Instructions on how to complete the required information;
- A user's guide for BioPreferred reporting;
- Frequently Asked Questions (FAQs); and
- SAM Help Desk toll-free number: (866) 606-8220.